

17 MAR 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (10-16 March 1982)

Classification Review Division

\*The British Ministry of Defence has requested from the National Archives and Records Service (NARS) current guidelines used by NARS for the release of OSS records. CRD is coordinating a response which will be passed to NARS for reply to the British.

\*CRD has arranged with NARS for the visit of a two-person team to the Eisenhower and Truman Libraries from 19 to 30 April. This will be the first of several trips proposed to review material of Agency interest in the custody of the Presidential Libraries.

CRD reviewed a total of 1,077 CIA documents (21,316 pages) and declassified 2.1 percent. In addition, 71 non-CIA documents (978 pages), three Department of State galley proofs (475 pages) of the Foreign Relations of the United States series, four manuscripts (78 pages), and one miscellaneous document (350 pages) were also reviewed.

Records Management Division

The Office of Scientific and Weapons Research, DDI, has begun using RAMS (Records Center and Archives Management System) for making reference requests to the Records Center. The DO will go on-line with RAMS within a week. The DO is one of the Center's largest customers and this will have a definite impact on the Center's operations.

The first of four scheduled RAMS workshops to be conducted by RMD was held on 10 March 1982. The second workshop will be held on 17 March.

The DO is establishing new procedures to enable the Information Management Staff (IMS) to exercise greater internal control over records requested from the Records Center by DO components. Only eight employees from IMS will be authorized to request records via the RAMS system for DO documents. IMS has requested a new form to exercise control over the records.

Chief, Records Systems Branch has begun drafting the Information Management section of the Strategic Plan for Information Handling Systems for the Agency. He is a member of the group working with the Office of the Information Handling Systems Architect to prepare the Strategic Plan for presentation to EXCOM later this year. Information management is one of nine "provider areas" to be incorporated in the plan.

A comprehensive review of all DO forms was conducted by the DO Records Management Branch. This resulted in a total of 34 forms being made obsolete. The DO plans to conduct a forms review every two years to identify and obsolete outdated forms.

Several RMD representatives attended the Federal Office Systems Exposition. Leading manufacturers in the fields of word processing, data processing, micrographics, and telecommunications had extensive displays demonstrating the latest technologies and innovations available in office equipment.

\*Notification was received from the Department of the Army, United States Central Registry, that the annual North Atlantic Treaty Organization (NATO) inspection will be conducted on 15 April 1982. This inspection of CIA's ATOMAL Sub-registry and its supporting communications center is required by the United States Security Authority for NATO Affairs. The Agency Treaty Organization Control Officer has made the necessary arrangements for the inspection with both the Offices of Central Reference and Communications.

#### Regulations Control Division

RCD's workload of regulatory issuances increased slightly to a total of 121 active jobs and, in addition, 29 actions were carried out during the past week.

Issuances of general interest in process this week include a notice announcing organizational and personnel changes in the Directorate of Intelligence

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Information and Privacy Division

A separate report is attached.

Attachment:  
As stated

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EXO/OIS [redacted] (17 Mar 1982)

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